

**DRAFT MINUTES
WESTWOOD VILLAGE IMPROVEMENT ASSOCIATION
GENERAL MEETING of the
EXECUTIVE COMMITTEE
January 22, 2018**

Committee Members Present: Jim Brooks, Michael Beck, Kifishia Kawachi, Kevin Crummy, Jessica Dabney
WVIA Staff Present: Andrew Thomas
Others Present: Lisa Chapman, Michael Skiles, Roxane Stern, Betina O'Mara, Jane Gavens, Steve Sann

The meeting was called to order at 11:32 a.m.

Public Input

There was no public input.

Staff Report

Andrew Thomas informed the Committee that WVIA Executive Committee members have the ability to sign WVIA checks.

Agenda Items

C. Westwood Forward (taken out of order)

The Committee discussed its process in evaluating and potentially making a recommendation regarding Westwood Forward's effort to form a new neighborhood council that would include the Westwood Business Improvement District (WBID) in its boundaries.

The Committee heard public comment from Westwood Forward's Michael Skiles and Westwood Neighborhood Council (WWNC) president Lisa Chapman regarding each respective organization's position on the Westwood Forward effort.

The Committee discussed ways to outreach the WBID community and asked Staff to complete a comparison of the proposed Westwood Forward bylaws and the WWNC bylaws, and to also conduct a review of past WWNC positions relevant to the WBID. The Committee will evaluate this information at a future meeting and then agendize the item at a future Board meeting.

A. WVIA Audit

The Committee reviewed the draft 2017 WVIA Audit with R.H. Johnston Accountancy auditor Bob Johnston. After discussion, moved by Jessica Dabney, seconded by Kifishia Kawachi, a motion to recommend the amended draft 2017 WVIA Audit to the WVIA Board with an amendment removing Parking expenses from Occupancy and into a stand-alone category that is allocated with 90-percent going to Programs and 10-percent going to Management. All in favor (Michael Beck and Kevin Crummy had left the meeting and were not present for this vote).

B. WVIA Office

Andrew Thomas updated the Committee that WVIA Staff is temporarily relocating the office to 1100 Glendon beginning January 27, 2018. Andrew reported that Staff is planning to visit potential permanent office locations and is also evaluating the budget to find ways to accommodate paying market rental rates.

D. Executive Committee Goals

This item was tabled to a future meeting.

The meeting adjourned at 11:15 a.m.

The undersigned certify that these minutes were approved and adopted at the WVIA Executive Committee meeting on _____.

Chair of the Meeting/Jim Brooks

Secretary of the Meeting/ Kifishia Kawachi

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